

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
Managed Care Division  
TAR Unit**

**VACANCY ANNOUNCEMENT**  
(DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY)

**Senior Typist Clerk**

The Office of the Medical Director - Managed Care Division, Treatment Authorization Request Unit (TAR) is seeking to fill a full time STC position within the TAR Unit. We are seeking a highly-motivated, organized and competent individual.

**Essential Job Functions:**

- Xeroxing, scanning and faxing
- Creating and preparing hospital review charts
- Data entry into IS and IBHIS.
- Chart room organization, purging and archiving charts
- Phone and mail coverage
- Filing hospital provider charts and TAR forms
- Completing Notice of Action forms and creating pt. and hospital address labels.

**Desirable Qualifications:**

- Knowledge of the Department's Policies and Procedures
- Highly organized and excellent communication skills
- Ability to work as a team members and with various disciplines
- Proficient at Microsoft Word, Excel, Outlook, and Systems.
- Excellent Customer Service Skills
- Flexible with the ability to multi-task
- Excellent filing and typing skills.

Interested Individuals currently holding the title of STC are encouraged to mail or email a cover letter along with their resume, last 2 performance evaluations and 2 years of the master time card to:

Alan Santana, Supervisor  
550 S. Vermont Ave., 7th floor  
Los Angeles, CA 90020  
[asantana@dmh.lacounty.gov](mailto:asantana@dmh.lacounty.gov)  
(213) 738-2627

**AN EQUAL OPPORTUNITY EMPLOYER**